

FISCAL ASSISTANT I

GRADE: 12

FLSA: NON-EXEMPT

CHARACTERISTICS OF CLASS:

The Fiscal Assistant I performs intermediate-level clerical tasks and is responsible for intermediate-level administrative work related to supporting an assigned functional area (i.e., accounts payable, accounts receivable, or payroll). The position is assigned duties providing technical support facilitating financial processing services; final results impact the accuracy of further processes. The work requires time-management, attention to detail, and ability to meet deadlines while seeking and supplying information on fiscal-related matters. The position requires light physical demands with good working conditions involving some stress when meeting deadlines and administrative demands. Work is carried out in compliance with general instructions, established standardized practices and procedures and subject to review in progress.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team. Plan and organize his/her work, time and resources.
- Contribute to the development of others, the working unit and overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences and value input from others.
- Consistently report to work on time and complete work assignments on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

Employees are typically assigned primary duties in one of the following four functional areas and secondary duties in the other functional areas.

Accounts Payable:

- Processes invoices, purchase orders, and codes and enters information into the online accounting system for weekly check production.
- Collects data, prepares and maintains information for purchase agreements, check requests, and invoices.
- Collects and enters vendor payment information into automated accounting system.
- Prepares paperwork necessary for check disbursements.
- Reviews vendor checks for accuracy before being disbursed.
- Balances and reconciles monthly invoice statements.
- Balances vendor payments with City inventories.
- Tracks City travel advances and receipts, ensuring compliance with applicable policies and regulations.
- Gathers source material for preparation of reports and memorandums.
- Reviews and edits reports for discrepancies concerning payables processing.
- Performs typing and filing, utilizing word processing and data processing equipment.
- Assists with fiscal year end audit requests.

Billing and Accounts Receivable:

- Assists in the calculation, posting, printing, review and distribution of monthly and final utility billings in a timely and efficient manner.
- Resolves citizens' utility complaints and other related service requests through personal, phone or written contacts.
- Researches and responds to attorneys' or bank officials' requests for information on the utility payment status of individual clients.
- Processes daily official receipts from the Cashier for all City transactions.
- Maintains and updates journals of bank remittances of utility collections, financial reports processed in utility billing system and special assessment lines.
- Researches real property ownership, verifies tax liens and property transfers, prepares disclosure memorandums.
- Redeems uncollectible bank checks; researches account histories; prepares financial adjustments.
- Updates records related to outstanding liens or payoffs.
- Reviews cash receipt reports and researches account histories to administer refund policies for overpayments.
- Calculates principal, interest, penalties, and payments and posts same for paving, sidewalk, and driveway apron assessments.
- Processes and reviews accuracy of meter readings and makes required adjustments.
- Reviews State and County tax abstracts and prepares monthly summary of tax collections.

- Generates and prints utility bills and dunning notices.
- Reviews State Motor Vehicle abstracts to identify vehicles licensed to City residents.
- Maintains records, issues bills, permits, and posts payments for parking lot customers and maintains related statistical information.

Revenue Collection and Cashiering:

- Receives, counts, balances, and reports cash and checks in payment of water and sewer bills, permits, fees, parking tickets and other financial obligations to the City.
- Issues receipts and records payments on cash register.
- Records payments by specified category into various software programs associated with the payment and completes required reports, balancing to control totals.
- Segregates receipts and prepares bank deposit slips; enters amounts in appropriate ledgers and reports.
- Verifies and distributes accounts payable checks.
- Monitors petty cash fund and disburses funds to City employees for reimbursement for minor expenses; makes periodic reports on cash flow.
- Processes and summarizes through log sheets all credit card transactions.
- Cashes checks and makes change.
- Operates a calculator and standard adding machine and runs various software programs on personal computer.

Payroll:

- Processes all file maintenance information such as new hires, terminations and any other changes to an existing employee's file.
- Processes open enrollment forms.
- Calculates gross and net as well as pay adjustments due to official pay actions and certain miscellaneous and mandatory deductions.
- Processes incoming tax levies, wage garnishments, and court ordered deductions.
- Updates payroll ledgers.
- Processes timesheets, checks output related to time entry and makes corrections.
- Signs, decollates, stuffs, and assembles checks and paystubs for distribution.
- Prepares wire transfers for timely remittance of employee withholdings and City expenses.
- Prepares all deductions for disbursement to be processed in the accounting system such as federal taxes, FICA, medicare, state taxes, tax levies, and garnishments.
- Draft written responses to inquiries dealing with payroll.
- Processes final payments for terminated employees.

- Performs typing and filing tasks, utilizing word processing and data processing equipment.
- Reconciles payroll activity for completeness and accuracy.

QUALIFICATIONS:

Required Training and Experience:

Graduation from high school, and a minimum of 12 accounting or business related college credits. No Experience.

Preferred Knowledge, Skills and Abilities:

- Knowledge of policies, procedures, requirements, and applicable regulations related to accounts payable, billing and accounts receivable, revenue collection and/or payroll functions.
- Ability to acquire knowledge and skill in order to apply the City's fiscal policies, requirements, and systems.
- Ability to research and resolve problems.
- Ability to make rapid and accurate calculations.
- Ability to perform analytical reviews and assessments of work product.
- Ability to understand and follow written and verbal instructions and to make independent judgments, accordingly.
- Ability to establish and maintain effective working relationships with co-workers, employees, vendors, and the public.
- Ability to prioritize and efficiently manage workload.
- Ability to handle special assignments and perform other duties as assigned.
- Ability to operate office business and financial systems, software, and hardware (e.g., Excel, Word).